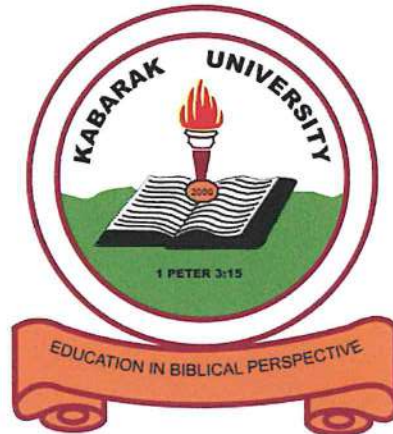


KABARAK UNIVERSITY



STUDENT ORGANIZATION CONSTITUTION (KUSO) MANUAL

2020 - 2025

**APPROVAL OF KABARAK UNIVERSITY STUDENT ORGANIZATION
CONSTITUTION**

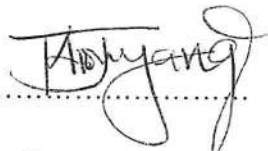
Kabarak University Student Organization Constitution is approved for implementation.

Signature 

Date..... 5th June 2020

Prof. Henry K. Kiplangat, PhD, MBS, OGW

VICE CHANCELLOR

Signature 

Date..... 5-6-2020

H.E. Prof. John Lonyangapuo, PhD, CBS

CHAIRMAN, GOVERNING COUNCIL



University Vision

To become a center of Academic Excellence founded on Biblical Christian values.

University Mission

To provide holistic quality education based on research, practical skills and Biblical Christian values.

University Philosophy

To provide quality Education in Biblical perspective that transforms life.

University Core Values

- i. Integrity
- ii. Excellence and professionalism
- iii. Innovativeness and creativity
- iv. Commitment to serve
- v. Being mindful of others.

University Objectives

The objectives of Kabarak University shall be: -

- i. To provide holistic education, with a Christian foundation, that will enable the student to develop intellectually, spiritually, physically and socially;
- ii. To become a Centre of Excellence for thought, discussion, research and teaching within the context of Christian truth and commitment, spiritual sensitivity, and submission to Christ's Lordship (IPeter3:15);
- iii. To provide adequate facilities and infrastructure for high quality education, such as library resources, laboratories, research facilities, classrooms, and buildings to support the various curricula and syllabi;
- iv. To stimulate appreciation, understanding, adoption and commitment to the Christian faith and to emphasize the centrality of the Christian ethic and its motive of service to God and Humanity;
- v. To demonstrate that work, both manual and mental, has dignity;
- vi. To promote ideals of brotherhood, equality and democracy, with particular emphasis on national patriotism;
- vii. To maintain and encourage a way of life characterized by the fear of God, humility, honesty, pride in labour, quest for knowledge, high moral and academic standards, and concern for the welfare of others;
- viii. To share knowledge, skills, and experiences with the rest of mankind in the pursuit of human advancement;
- ix. To promote clean and safe environment for the posterity of mankind.

University Moral Code

As members of Kabarak University family, we purpose at all times and in all places, to set apart in one's heart Jesus Christ as Lord (IPeter3:15).



ACKNOWLEDGEMENT

Appreciation goes to the University Management Board, the Office of the Dean of Students, the entire students' body and following KUSO Directors who participated in the Drafting of this KUSO 2020 -2025 Constitution:

1. Enock Kipkirui
2. Sydney Bonyo
3. Faith Jebet
4. Joshua Bulabu
5. Dolores Chepngetich
6. Victor Kipngetich
7. Donald Okelo
8. Sheila Atieno
9. Maryann Njogu
10. Victor Isahi
11. Paul Miduda



DECLARATION

This is to certify that Kabarak University Students organization under the leadership of the Dean of Students have successfully completed the duty assigned to them of reviewing the Students KUSO Constitution.

Vice Chancellor: Prof. Henry K. Kiplangat, PhD, MBS, OGW

Signature: -----

Date: -----

Chairman, University Council: H.E. Prof. John Lonyangapuo, PhD, CBS

Signature -----

Date: -----



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1. PREAMBLE.

We, the students of Kabarak University:

- Aware that the organization of the students at Kabarak university was created to serve the student community in its pursuit of academic excellence, social welfare, spiritual welfare, character building, peace, competitiveness in the job market and integrity.
- Exercising our right to determine the form of organization we deem suitable for our organization.
- Determined that the biblical values of transparency, accountability, respect for the rights of students, and social justice shall be institutionalized in our organization so as to ensure that democracy is enjoyed by all students.
- Convinced that this Constitution shall guarantee the continued peaceful existence of the organization known as Kabarak University Students Organization.
- Recognizing the desire of the students to have a constitution that will govern them.
- Acknowledging the authority of and determined to abide by the Kabarak University Charter, the Statutes of Kabarak University, and the laws of the republic of Kenya.
- Do hereby, with the consent of the University's Management Board and the Senate adopt and bind ourselves by this Constitution as the Constitution of the Kabarak University Students Organization (2020 -2025)

KUSO VISION

To Be an Organization that Promotes and Protects the Rights and welfare of students in a Biblical Christian University.

KUSO MISSION

To uphold the link between the Students and the University Management.



CHAPTER 1: NAME AND OBJECTIVES OF THE ORGANIZATION.**ARTICLE 1: NAME OF THE ORGANIZATION.**

The name of the organization shall be the **KABARAK UNIVERSITY STUDENTS ORGANIZATION** (here-in-after referred to as KUSO)

ARTICLE 2: HEADQUATERS

The head office of KUSO shall be at the students' center in Kabarak University Main campus P.O Box 3270 Nakuru, Kenya or Private Bag, 20157 Kabarak and shall have offices in all other Kabarak university branches.

ARTICLE 3: PURPOSE

The purpose of KUSO shall be to protect and promote the interests of all its members as deemed necessary.

ARTICLE 4: INTERPRETATION

In this constitution, unless the context otherwise warrants,

-“ARTICLE” means article of this constitution and “clause” or “sub-clause” shall be similar.

-“MEMBER” means member of the organization.

-“ORGANIZATION” means KABARAK UNIVERSITY STUDENTS ORGANIZATION (KUSO)

-“CHAIRPERSON” means the overall general director of the organization.

-“STUDENT” means as indicated in the Kabarak University Students Handbook 2020 – 2025. It refers to:

- a. Any person who is registered into the program of study for an undergraduate diploma or post graduate degree or any other program of study duly expressly recognized by the University Senate and Governing Council and offered by Kabarak University.
- b. Any student from another University who is registered for any study programs/ course in Kabarak University.

“UNIVERSITY” here-in-after refers to Kabarak University.

“STUDENT COUNCIL” here-in-after refers to a body constituting KUSO Directors.

“KUSO DIRECTOR” here-in-after refers to an elected member to the Students' Council.



ARTICLE 5: VALUES, PRINCIPLES AND GOALS

1. The values, principles and goals, contained in this article, apply to all KUSO members, Directors and Executive whenever one:
 - i. Applies or interprets this constitution or
 - ii. Applies, makes, or implements a policy decision.
2. The KUSO:

Shall respect the Kabarak University rules and regulations and work together with the University Authorities in harmony upholding the Principles and Objectives of the Kabarak University in providing holistic education in biblical perspective.

ARTICLE 6: AIMS AND OBJECTIVES OF THE COUNCIL.

The aims and objectives of Council shall be;

- 6.1 To promote, support and develop the noble Vision and Mission of the University for Academic Excellence and Education in biblical perspective.
- 6.2 To establish an efficient and effective students' representation and participation in or on relevant organization of the University Administration to enable member's views, proposals, suggestions and ideas to be channeled to the relevant authorities.
- 6.3 To encourage, nurture and cultivate worthy tradition, academic, spiritual and social life in the University through the fear of God, humility, high moral and academic standards.
- 6.4 To promote unity, understanding, sense of belonging and peaceful co-existence between students and the University staff, Kabarak community and the public.
- 6.5 To foster good relations with Alumni on matters of interest to the members.
 - a. To act as an advocate for its member's rights, sensitize and safeguard them at all times.
 - b. To work with or otherwise support the interaction of members of Kabarak University Students Organization with members of other universities organizations, associations and institutions with similar interests.
 - c. To promote equitable gender participation in students' affairs at the university and endeavor to achieve its objectives.
 - d. To promote the ideas, principles and practices of democracy and be committed to free and fair elections.
 - e. To be a means through which sense of responsibility, leadership ability and other talents shall be identified, enhanced and nurtured.



- f. To encourage its members to be involved and participate in both national and international activities in service to the university, community and the country at large.
- g. To co-operate and collaborate with any local, national, regional and international organization or institution; Whether governmental or non-governmental in the promotion and strengthening of the organization, its aims and objectives when and where it is not detrimental to the university policies and the country.
- h. To encourage its members to develop and respect each other's gifts, talents and differences in promoting an atmosphere conducive to its members growth in individual and culture, responsibility and accountability.
- i. To work with Students Affairs Department and the University Management Board in developing a scheme of awards, recognition or distinction of merit and confer recognition, distinction or mark thereof to any person that has rendered exemplary service to the organization or otherwise advance University policies and interests in a manner deserving award or recognition.
- j. To engage in any activity with consent of the University Management Board within or outside the University with the purpose of soliciting or generating funds for the use by KUSO.
- k. To respect, embrace, defend, abide by, enhance and promote values, objectives, principles and goals enshrined in the constitution of the Kabarak University Student Organization (KUSO) and the University Rules and Regulations.



CHAPTER II: MEMBERSHIP.

KUSO membership shall be in line with the rules defined in the University Students Handbook. The term “student” means and include;

- a. Any person who is duly registered into a program of study for any Certificate, Diploma, Undergraduate Degree, Post Graduate Degree or any other program of study duly and expressly recognized by the Senate and Governing Council and offered by Kabarak University.
- b. Any student from another University who is registered for any study or program/course in Kabarak University as stated in the Students Handbook.

ARTICLE 7: BECOMING A MEMBER.

The procedures of KUSO membership follows stipulated rules and regulations which are contained in the Students Handbook: -

- a. Should be a registered student for any Certificate, Diploma, undergraduate, and Postgraduate course offered and recognized by the University.

MEMBERSHIP FEE

- The Membership Registration Fee shall be Ksh. 500 non-refundable for new members and subscription fee shall be Ksh. 200 per semester which shall be paid through University fees (KUSO subscription fee). Once paid it is non-refundable.
- This membership fee is to cater for and facilitate the smooth running of KUSO activities.

ARTICLE 8: TERMINATION OF MEMBERSHIP.

Graduation, expulsion from University and death lead to termination of membership.

ARTICLE 9: RIGHTS AND PRIVILEGES OF MEMBERS.

The members shall have such privileges and rights as provided in this constitution. These include the rights:

- a. To vote.
- b. To be elected to the organization office.
- c. To contribute any ideas or assistance to the organization.
- d. To have access to organization books of accounts during the Annual General Meeting.
- e. To participate in Annual General Meetings.



ARTICLE 10: OBLIGATIONS.

The members of the organization shall have the obligation to respect and adhere to the organizations' rules and regulations and the University rules and regulations at all times.



CHAPTER III: MANAGEMENT OF THE ORGANIZATION.

ARTICLE 11 (A): KUSO DIRECTORS.

1. Director(s) (Male and Female) for Hostel and Campus Security.
2. Director for Library and Academics Affairs.
3. Director for Catering and Health Services.
4. Director(s) for Spiritual Affairs.
5. Director(s) (Male and Female) for Social Affairs.
6. Director for Clubs, Associations and Societies.
7. Director for Non-Residents Main Campus
8. Director for Sports and Recreation.
9. Director(s) for Satellite Campus(es)
10. Director for Part Time Students.
11. Director for Post Graduate Students

ARTICLE 11 (B): DIRECTORS OF NAKURU TOWN CAMPUS (NTC).

Nakuru campus shall elect four directors as follows;

1. Director for Sports, Social Affairs, Recreation and Clubs.
2. Director for Academic and Library Affairs.
3. Director for Spiritual Affairs and Catering.
4. Vice Chairperson: These Directors will then choose among themselves an overall director (Vice Chairperson) who will be an executive member but non-inclusive of the chairmanship.

A satellite campus that has students not exceeding 600 shall elect one Director to the Council. This Director will be the director of the campus and answerable to the KUSO Council.

ARTICLE 12: GENERAL FUNCTIONS OF KUSO DIRECTORS.

- a. They shall run the day to day business of KUSO.
- b. They shall promote and protect the rights and welfare of its members as stipulated in the KUSO Constitution and Student Handbook.
- c. They shall protect and uphold University rules and regulations and the KUSO Constitution.
- d. They shall be responsible to one another to achieve the aims and objectives KUSO.
- e. They shall represent its members in different meetings.



- f. They shall act as a link between the students and administration and ensure that students' views are well articulated, well thought out and presented logically and respectfully to the concerned departments or to the administration.
- g. They shall serve for a term limit of up to a maximum of two terms of one year each so long as he/she fulfills all the requirements to run for office as a KUSO Director as stipulated in Article 17 (1).

ARTICLE 13: DUTIES AND RESPONSIBILITIES OF INDIVIDUAL DIRECTORS

DIRECTORS OF SPORTS AND RECREATION.

- a. The students shall elect two Sports Directors, a Male and a Female.
- b. Shall be in charge of coordinating all sports activities in consultation with and under the guidance of the officer in charge of Sports and Recreation.
- c. Shall be responsible for drawing up semester's program for tournaments, innings, outings and other friendly games activities in consultation with and under the guidance of the Sports and Recreation Officer. The officer shall seek approval for all the activities from the Dean of Students.
- d. Shall sit on the Sports and Committee which will be composed of all teams captains and two representatives from Students Affairs Department appointed by the Dean of Students. The Sports Committee shall be chaired by the Sports Officer and Recreation Officer.
- e. Shall actively participate in sports activities with other students.
- f. Shall liaise with Sports and Recreation Officer Officer in issuing and collecting all equipment at the beginning and the end of the semester respectively and ensure they are used responsibly.
- g. Shall be responsible for notifying the Sports and Recreational Officer the need to purchase sports equipment and maintenance of sports equipment and the fields.
- h. Shall liaise with the Sports and Recreation officer to entertain the visitors as per the rules of the University during innings.
- i. Shall report and answer to the Students Council on matters concerning Sports and Recreation.
- j. Shall ensures high discipline among the students involved in sporting activities working hand in hand with the Sports and Recreation officer.



- k. Shall perform any other related duty or function as may from time to time be assigned by the Executive.
- l. Can be a resident or non-resident student of the Main Campus.
- m. Shall be a voted in by resident and non-resident students of the Main Campus.

DIRECTOR OF LIBRARY AND ACADEMICS AFFAIRS.

- a. Shall be the chairperson in the library and academics committee composed of all the department representatives.
- b. Shall seek to solve any problem or issues with the relevant heads of departments.
- c. Shall advise the students appropriately and precisely regarding matters of library and academics affairs.
- d. Shall be in charge of matters such as problems arising from learning equipment and other issues in relation to the library.
- e. Shall be expected to work hand in hand with the clubs, organizations and societies director in ensuring matters related to library and academics are enforced.
- f. Shall liaise with the timetable coordinator in problems related to examinations of all kinds.
- g. Shall perform any other related duty or function as may from time to time be assigned by the KUSO Executive.
- h. Shall work hand in hand with the placement, internship and linkages department.
- i. Can be a resident or non-resident student of the Main Campus.
- j. Shall be voted in by resident and non-resident students of the main campus.

DIRECTOR OF SPIRITUAL AFFAIRS.

- a. Shall work together with the University Provost, Chaplain and Dean of students in spiritual matters.
- b. Shall be a member of chapel committee.
- c. Shall liaise with the chapel leadership team to ensure worship services are well organized.
- d. Shall work with the Chaplain together with the Chapel committee to plan the chapel services.
- e. Shall ensure spiritual activities are done according to the principles and objectives of the University.



- f. Shall advice the KUSO leadership on spiritual matters related to the discipline of directors.
- g. Must be an elected official of the Christian Union.
- h. Shall be appointed by the Christian Union members under the leadership and guidance of the Chaplain.

DIRECTOR OF HOSTEL AND CAMPUS SECURITY.

- a. Shall look after the interests of residential students in the campus.
- b. Shall ensure together with the Accommodation Officers that the living conditions in the hostels are suitable for habitation.
- c. Shall ensure that rules and regulations pertaining to the accommodation are adhered to.
- d. Shall liaise with the University Security Officers on issues pertaining to students' security.
- e. Shall chair the hostel students meetings.
- f. Shall co-ordinate together with the Students hostels committee all the hostel activities.
- g. Shall ensure that unacceptable practices or behaviours in the hostel are identified and acted upon immediately.
- h. Shall ensure that order is maintained at the hostel to avoid disturbances to other residents.
- i. Shall ensure that privacy of the students in the hostels is observed.
- j. Shall perform any other related duty or function as may from time to time be assigned by the Executive.
- k. Must be a Resident Student of the Main Campus
- l. Shall be a voted in by Resident Students of the Main Campus only. Male and Female Directors shall be voted in by Male residents and Female residents respectively.

DIRECTOR OF NON- RESIDENT STUDENTS.

- a. Shall chair Non-resident Students Committee.
- b. Shall be responsible for matters or issues pertaining to Non-resident Students.
- c. Shall organize together with the University Management Board activities that will make the University have an impact in its Vicinity.



- d. Shall ensure that discipline and integrity is maintained among non-resident students.
- e. Shall liaise with the University Chief Security Officer on security issues pertaining to Non-resident Students.
- f. Shall perform any other related duty or function as may be assigned from time to time by the Executive and the Dean of Students.
- g. Must be a non-resident student of the Main Campus.
- h. Shall be voted in by Non-resident Students of the Main Campus only.

DIRECTOR OF CLUBS AND ASSOCIATIONS

- a. Shall co-ordinate, facilitate and oversee the registration and operations of all Clubs and Associations.
- b. Shall liaise with the Coordinator of Clubs and Associations with regard to rules and regulations for the registration of Clubs and Associations.
- c. Shall be a member of the Clubs and Associations Committee.
- d. Shall help the registered Clubs and Association to achieve their goals.
- e. Shall ensure members of Clubs and Associations Committee consist of all chairpersons of all registered Clubs and Associations.
- f. In case of financial involvement, he/she shall give a financial account at the end of each calendar year to the University Finance Manager.
- g. Shall perform any other related duty or function as may from time to time be assigned by the executive.
- h. Can be a Resident or Non-resident Student of the Main Campus.
- i. Shall be voted in by Resident and Non-resident Students of the Main Campus.

DIRECTOR OF CATERING AND HEALTH SERVICES.

- a. Identify common concerns of students pertaining to Catering and Health services and report them to the relevant authorities.
- b. Liaise with the Departments of Health and catering Services to provide any possible assistance to the students who need those services.
- c. Recommend introduction of new relevant health and catering services to the relevant authorities
- d. Ensures that meals are of good quality



- e. Liaise with the General Manager KABU Enterprises and the Medical Officer to ensure that students' problems in the areas of catering and health are addressed consistently.
- f. Shall be a member of the Students Catering and Health Committee.
- g. Shall perform any other related duty or function as may from time to time be assigned by the Executive.
- h. Shall be a resident or non-resident student of the Main Campus
- i. Shall be a voted in by resident and non-resident students of the Main Campus.

DIRECTOR(S) OF SOCIAL AFFAIRS.

- a. Shall chair the Social Affairs Committee.
- b. Shall co-ordinate booking of social and entertainment activities of KUSO.
- c. Organize all entertainment for KUSO.
- d. In case of financial involvement, he/she shall give a financial account at the end of the calendar year to the Finance manager.
- e. Shall be responsible for KUSO entertainment equipment.
- f. Shall promote social activities for students.
- g. Shall assume the responsibilities of the Director of Students with disabilities until their quorum is realized.
- h. Shall perform any other related duty or function as may from time to time be assigned by the Executive.
- i. Shall be a resident or non-resident student of the Main Campus
- j. Shall be voted in by resident and non-resident students of the Main Campus only. Male and Female Directors shall be voted in by male residents and female residents respectively.

DIRECTOR SATELLITE CAMPUS

- a. Shall attend all meetings of the Executive Council.
- b. Shall perform all duties and responsibilities of the KUSO Directors in his/her campus.
- c. Shall perform any other related duty or function as may from time to time be assigned by the Executive.



- d. Shall liaise with the Administration of the Satellite Campus to improve the welfare of the students
- e. Shall attend the meetings as invited by the Administration of the satellite Campus
- f. Shall chair all the meetings of the satellite campus Directors
- g. Shall be answerable to the Students Council
- h. Shall be voted in by the students of the particular satellite campus. But in the case of a satellite campus with students exceeding 600 the General Director will be elected in by its Directors.
- i. Must be a student of the particular Satellite Campus

DIRECTOR FOR SPORTS, RECREATION AND CLUBS FOR NAKURU TOWN CAMPUS (NTC)

- a. Shall be in charge of coordinating all sports activities.
- b. Shall liaise with the Sports and Recreation Officer in drawing up semester's program for tournaments, innings, outings and other friendly games and seek approval from the Dean of students.
- c. Shall be actively involved in sports activities with other students.
- d. Shall liaise with Sports and Recreation Officer in issuing and collecting all equipment at the beginning and the end of the semester respectively.
- e. Shall be responsible for notifying the Sports and Recreational Officer the need to purchase sports equipment and maintenance of sports equipment and the fields.
- f. Shall liaise with the Sports and Recreation Officer in entertaining the visitors as per the rules of the university during inning.
- g. Shall report and answer to the Students Council on matters concerning Sports and Recreation.
- h. Shall ensures high discipline among the students involved in sporting activities working hand in hand with the Sports and Recreation Officer.
- i. Shall perform any other related duty or function as may from time to time be assigned by the Executive.
- j. Shall liaise with the Dean of Students through the Co-coordinator of Clubs and Associations to facilitate the registration and operations of all Clubs and Associations.



- k. Shall liaise with the office of the Coordinator of Clubs and Associations with regard to rules and regulations for the registration of Clubs and Associations.
- l. Shall liaise with the Sports and Recreation Officer in giving a financial account at the end of each calendar year to the Finance Manager.
- m. Shall perform any other related duty or function as may from time to time be assigned by the executive.
- n. Must be a student of the Satellite Campus.
- o. Shall be voted in by the students of the Satellite Campus.

DIRECTOR FOR ACADEMIC AND LIBRARY AFFAIRS OF NAKURU TOWN CAMPUS

- a. Shall seek to solve any Students' academic and Library problems or issues under the guidance of the Assistant Dean of students (Town Campus) and Director of Town Campus.
- b. Shall advise the students appropriately and precisely regarding matters of library and academics.
- c. Shall be in charge of matters such as problems arising from learning equipment and other issues in relation to the library.
- d. Shall liaise with the Examination Coordinator to solve problems related to examinations of all kinds.
- e. Shall perform any other related duty or function as may from time to time be assigned by the KUSO Executive.
- f. Must be a student of the Town Campus
- g. Shall be voted in by students of the Town Campus.

DIRECTOR FOR SOCIAL AFFAIRS OF NAKURU TOWN CAMPUS

- a. Shall chair the Social Affairs Committee.
- b. Shall co-ordinate booking of social and entertainment activities of Town Campus.
- c. Shall coordinate all entertainment activities for Town Campus.
- d. In case of financial involvement, he/she shall give a financial account at the end of the calendar year to the Finance Manager.
- e. Shall promote social activities for students.



- f. Shall perform any other related duty or function as may from time to time be assigned by the Executive.
- g. Shall ensure that discipline and integrity is maintained among the students.
- h. Shall liaise with the University Security Officers on issues pertaining to the security of the students.
- i. Shall be a student of the Town Campus
- j. Shall be voted in by the students of the Town Campus.

DIRECTOR FOR SPIRITUAL AFFAIRS, CATERING AND HEALTH IN NAKURU TOWN CAMPUS

- a. Shall work together the Assistant Chaplain and Assistant Dean of Students in spiritual matters.
- b. Shall be a role model to other students.
- c. Shall be a member of Nakuru Town campus Chapel Committee.
- d. Shall ensure worship services are organized and attended by students.
- e. Shall work with the Assistant Chaplain in Nakuru Town campus together with the Chapel Committee to plan the Chapel Services.
- f. Shall ensure spiritual activities are done according to the principles and objectives of the University.
- g. Shall advice on spiritual matters.
- h. Must be the elected Chairperson of the Town Campus Christian Union.

B. KUSO EXECUTIVE COUNCIL.

ARTICLE 14 (A): ELECTION OF THE EXECUTIVE

After the elections, all elected members shall hold an election of the Executive members to be supervised by the electoral commission.

(B) QUALIFICATIONS TO BE CHAIRPERSON

- a. Must be a student of the main campus.
- b. Must have completed one academic year in the University degree programme.
- c. Have at least three semesters left for study in the University.
- d. Must be a resident student of main campus.



(C) QUALIFICATIONS TO BE VICE CHAIRPERSON

- a. Must be a Director of a Town Campus.
- b. Have at least three semesters left for study in the University.
- c. Must have completed one academic year in the University.

(D) ALL OTHER MEMBERS OF THE EXECUTIVE

- a. Must have completed one academic year in the University.
- b. Have at least three semesters left for study in the University.

ARTICLE 14 (B): COMPOSITION OF THE KUSO EXECUTIVE COUNCIL.

The executive council will consist of;

- a. The Chairperson.
- b. The Vice Chairperson.
- c. Secretary General.
- d. The Deputy Secretary General.
- e. Treasurer.
- f. One elected Director among Directors of satellite campus.
- g. The Executive Committee shall be elected from the Main Campus save for the Vice Chairperson who shall be an elected member among the Directors from the Nakuru Town campus.

ARTICLE 14 (C): EXECUTIVE AUTHORITY.

- I. Executive authority of the KUSO must be exercised for the benefit of KUSO members according to this Constitution, the laws of the Republic of Kenya, the Kabarak University statutes, regulations and joining instructions, the current Students Handbook.
- II. In the absence of the Chairperson the Vice Chairperson shall chair the meeting.

ARTICLE 14 (D): GENERAL FUNCTIONS AND POWERS OF THE EXECUTIVE COUNCIL.

- a. Act as the Executive body of the Kabarak University Students Organization and shall ensure that all decisions and policies made by the organ are duly carried out.



- b. Shall be responsible to the KUSO Directors and shall take such measures whether it seems necessary to enforce decisions and programmers' of the KUSO as laid down by the KUSO Directors.
- c. Responsible for the day to day running of KUSO.
- d. Shall work closely with KUSO Directors to ensure that the majority objectives of Council are achieved.
- e. The KUSO executive council shall implement the KUSO budget.
- f. Be fully responsible for KUSO and its management.
- g. Shall act as the link between the student body and the Administration in all matters concerning student's welfare.
- h. Ensures that constitution is protected and upheld at all times.
- i. Shall work hand in hand with the Dean of Students office or University Administration when amending by-laws, making by-laws or reviewing of KUSO constitution.
- j. Shall appoint a Council member to represent them in any meeting invited to in the University.
- k. Facilitate the organization meetings.

ARTICLE 15: DUTIES AND RESPONSIBILITIES OF INDIVIDUAL EXECUTIVES.

THE CHAIRPERSON.

- a. Exercise his/her Executive powers in KUSO in consultation with the KUSO executive or KUSO directors.
- b. Chair all KUSO Executive meetings, Council meeting and Annual General Meeting.
- c. Call a meeting when need arises in consultation with the KUSO executive or KUSO directors.
- d. Shall be a signatory to the organization's financial documents and transactions. Shall be a signatory of the KUSO votes at the University Finance Department in the absence of the Treasurer.
- e. Perform any other related duty as assigned by the KUSO Executive Council. He/she shall represent students in the Senate and Correctional Committee or any other meeting invited to.
- f. Ensures proper co-ordination in the organization.
- g. On the advice of the KUSO Executive Council, he/she delegates duties to other members of the KUSO.
- h. Shall have the veto powers under the orders of meetings



VICE CHAIRPERSON.

- a. Deputizing the Chairperson except being a signatory of KUSO financial documents.
- b. Act on behalf of the chairperson in case of his/her absence except in the financial related transaction.
- c. Co-ordinate and facilitate community services related projects.
- d. Performing any other duties as assigned by the Chairperson, Council or KUSO Executive Council.

SECRETARY GENERAL.

- a. Exercise his/her executive powers in KUSO in consultation with the Chairperson.
- b. Custodian of all records, deliberation of Executive, Committees and Council.
- c. Shall ensure that all minutes or reports from Council are submitted to the Dean of Students on time for action.
- d. Shall be a signatory to the organization bank account and a signatory to the KUSO votes at the University Finance Department in the absence of the Treasurer.
- e. Perform any other related duty as assigned by the KUSO Executive Council.
- f. He/she shall be KUSO Spokesperson.
- g. He/she shall be among signatories for organization's financial documents and transactions in absence of the treasure.
- h. Call a meeting when need arises in consultation with the Chairperson.
- i. Receive and table all correspondents of KUSO and respond as per the direction of KUSO Executive Council.

ASSISTANT SECRETARY GENERAL.

- a. Record minutes during KUSO Executive meetings, Annual General Meetings, Council meetings any other related meetings as directed by the Secretary General.
- b. Assume the position of Secretary General in his/her absence except being a signatory to KUSO financial documents.
- c. Perform any other duty as assigned by the Secretary General.
- d. After consultation with the Executive Council, inform members of the meetings.



TREASURER.

- a. He/she shall be Signatory to the organization financial books and transactions.
- b. Prepares and present the organization budget at the beginning of every academic year.
- c. Shall be the custodian of financial documents and be able to avail the books for auditing or on request.
- d. Give a financial report during Annual General Meeting.
- e. Ensures that every payments and expenditure is duly authorized.
- f. Perform any other duty as assigned by the KUSO Executive Council.



CHAPTER IV: ELECTIONS.

- a. Vice-Chancellor shall dissolve KUSO Council at the end of their term in office (October every year). However, the KUSO Executive remains in office until the new KUSO Council is sworn in.
- b. Executive members wishing to be re-elected must step down.

ARTICLE 16 (A): CAMPAIGNS.

- a. A candidate shall be allowed to pin up posters at designated places and be responsible for removing them after elections, campaign through the e-mails, internet and face to face persuasion.
- b. After one week of campaigns elapses, the candidate shall have a debate organized by Student Affairs Department and go through a cross fire by the members of the KUSO Organization.
- c. The campaigns shall cease 12 hours before voting day; any candidate found campaigning shall be automatically disqualified.

ARTICLE 16 (B): ELECTION OFFENCES.

1. The Electoral Commission shall disqualify a candidate from elections for any of the following offences committed either by the candidate himself/herself or systematically carried on by his/her election team;
 - a. Rigging.
 - b. Use of physical force.
 - c. Intimidation and harassment.
 - d. Sorcery and magic.
 - e. Bribery.
 - f. Giving false or malicious information.
 - g. Mounting campaigns posters for any candidate outside places designated for such posters.
 - h. Verbal abuse.
 - i. Slurs based on ethnicity, religion, gender or year of study.
 - j. Drunkenness and rowdiness.
 - k. Unauthorized vehicular processions inside and outside campus.
 - l. Campaigning before official campaign periods.



- m. Provocative and incendiary attacks on the statutes, regulations and policies of the University.
 - n. Defamation of any member of the University community.
 - o. Violation of any Rule or Regulation in the Students Handbook
2. If the Electoral Commission convicts a winning candidate of a campaign offense, then it shall declare the candidate with the Second highest number of votes to be a winner.

ARTICLE 17: KUSO ELECTIONS

17.1 QUALIFICATION TO BE ELECTED TO COUNCIL

- a. All ordinary members of KUSO shall be eligible to contest for any post declared vacant provided that they are not suffering from mental infirmity.
- b. Must have a minimum grade of CWF (Cumulative Weight Frequency) of C and maintain it while in office.
- c. The candidate must not be on probation or have disciplinary problems.
- d. A candidate must have studied in Kabarak University for at least one academic year and still has at least one academic year to graduate.
- e. The candidate must not have any criminal record.
- f. A candidate must not be a member of the Electoral Commission.
- g. He/she must be a Christian and must uphold strictly to Christian principles in light of the Vision and Mission of the University.
- h. A candidate must have a letter of recommendation from the University Chaplaincy Department.

17.2 WHO IS NOT QUALIFIED TO BE ELECTED

A candidate who does not meet the above criteria is automatically disqualified.

17.3 ELECTIONS PROCEDURES

- a. The chairman of the Electoral Commission shall declare all positions vacant within two days after dissolution of the Council and shall call for application of candidates to position(s) declared vacant.
- b. The candidate shall submit their papers to the Electoral Commission within five days after the date of invitation for applications.



- c. The students Affairs department in conjunction with the electoral commission shall determine through vetting process as stated in article 17 (1) and publish the names of qualified candidates within the next three working days and shall announce the date of elections and the venue of elections after announcing the qualified nominees. Student Affairs Department in conjunction with the electoral commission shall Compose a Vetting Committee to carry out the process of vetting but it is the electoral commission that will announce the names of candidates, election dates, election results and other issue related to electoral process.
- d. After the announcement of qualified candidates, the nominees shall be free to campaign for 7 days. Within that period the candidate can organize and conduct campaigns and shall attend and take part in a cross fire organized and directed by Students Affairs Department.

17.4 VETTING COMMITTEE.

The following persons shall seat on a vetting Committee:

1. **Chairperson of the committee** Assistant Dean of Students from Main campus
 2. **Vice Chairperson of the committee** Assistant Dean of Students from Nakuru Town campus
 3. **Secretary** - Chaplain
 4. **Members** - One Student Counselor
- Janitors (one male and one female)
 - A representative from each school
 - A representative from University Security department
 - The Sports and Recreation Officer

17.5 VOTING PROCEDURE.

- a. Shall be done through secret ballot or through electronic voting as directed by the Electoral Commission.
- b. Each organization member may vote for only one candidate to each office i.e. one man one vote.
- c. If a candidate is unopposed, he/she shall automatically take the position.



- d. There shall be one observer in each polling station. These observers are selected at the time when Commissioners, Clerks are appointed and take the required oath. They are independent observers for the counting process and their job is to ensure that the entire voting process is free and fair.
- e. The results of the elections shall be declared within 24 hours at the elapse of voting time.
- f. In case of two candidates contesting get equal numbers of votes, the chair of the Electoral Commission shall declare a re-run.
- g. The handing over will take place one week after the election.
- h. Swearing in will take place the next Wednesday after the handing over during a Wednesday Chapel. This will allow for students leaders to be commissioned in the presence of the University Staff and Students.
- i. Where the election is nullified, the electoral commissioners shall issue a notice for the re-run of the election within 7 days.
- j. A spoiled vote shall not be counted. A spoiled vote is one which is obliterated or damaged or illegible, has two marks or more.
- k. Incoming Executive and Directors shall sign a commitment to responsibility during the handing over ceremony.
- l. Outgoing Executive shall remain in office until handing over is completed as stipulated.
- m. An (X) or a tick (✓) sign strictly within provided space shall be used as a voting sign which shall be within the provided space. It shall be the duty of the electoral commission to put the basic voting rules on the entrance of the voting hall which should be clearly visible 10 meters away from the notice board. In case of electronic voting, the electoral commission shall give directions

17.6. ELECTORAL COMMISSION.

(i) Chair of electoral commission.

Shall be appointed by the University MANAGEMENT and is mandated to run student Council election within a period of one year.

(ii) Composition of Electoral Commission

It shall consist of;

- a. The Chairperson shall be appointed by the Vice Chancellor and shall not be part of the Management.



- b. The Dean of Students who shall be a link between Management and Electoral Commission in matters related to administration and financial matters oversee all the administrative and financial matters of the Electoral Commission.
- c. Students shall be appointed as commissioners, polling clerks and independent observers by chairperson of Electoral Commission within fourteen working days after the chairperson is appointed by the University Management Board and in consultation with the Dean of Students. The appointed students shall be distributed equitably across the Schools/Departments. Commissioners, Clerks, and observers also go through a vetting process after application for these positions.
- d. One other person from the Dean of Students' Office appointed by the Dean of Students
- e. Members who are serving in the KUSO Council shall not be eligible to be appointed to serve in the Electoral Commission.

NOTE: Electoral Commissioners, clerks and observers who are students are disqualified from contesting for any KUSO position and should not have any interest in vying for any position and shall not be allowed to vote in elections. The electoral commission shall be constituted, appointed and established to start their work at least one month before the election.

17.7 POWERS AND DUTIES OF ELECTORAL COMMISSION.

- a. Conduct and supervise elections and by-elections.
- b. Formulate rules and regulations governing the electoral process.
- c. Determine and announce the dates of application of nominees and elections.
- d. Prepares, issue and receive applications papers from those intending to contest and release for members a list of contestants nominated for positions being contested and those disqualified.
- e. Appoint any other person(s) to assist in the elections and such person(s) if students, shall not be eligible for nomination to contest. Such appointments include presiding officers, polling clerks and accounting clerks.
- f. Transport ballot papers and ballot boxes.
- g. Shall hold meetings as it deems fit, to plan and carry out its functions and assign duties to various officers.



- h. Shall determine and prepare a schedule for the activities and conduct of electing and shall post such schedules on the university notice boards.
- i. Electoral commission Chairperson shall play the role of returning officer in the election process.
- j. Shall formulate the statement of commitment of responsibility of office to be sign by incoming officials.
- k. Electoral commission shall have the powers to nullify the elections entirely or in part, immediately they have the evidence that the elections were not conducted in accordance with rules and regulations.
- l. Any member who is not satisfied with the election results shall be free to appeal to the Electoral Commission within 2 days from the date of elections results.
- m. All appeals should be in writing addressed to the Chairperson of Electoral Commission. The chairperson should respond within 3 days after receiving the appeals.

17.8 TERMS OF OFFICE OF THE ELECTORAL COMMISSION

- a. The life of Electoral Commission should be one calendar year, starting in October every year.
- b. The electoral commission shall be allowed to serve for only two terms.
- c. If any member of the commission wants to resign, he/she shall write a resignation letter to the chairperson.
- d. Declare and publish the winners and inform the Vice Chancellor.

17.9 BY-ELECTIONS.

By-elections shall be held if any member of the Council;

- 1 Resigns.
- 2 Dies.
- 3 Is dismissed/expelled from the university.
- 4 Has disciplinary problems/case.
- 5 Is faced with any irregularities during the time of elections

NB: The remaining KUSO Council has the powers in consultation with the Dean of Students to appoint a KUSO Council member into Executive Position or assign additional directorship to a KUSO Council Director in the event where KUSO member is out on internship,



suspended, dismissed or expelled until the return of the director or a new member is elected for replace.

The Members of the Electoral Commission shall be paid allowance during the election period which shall be contained in a budget prepared by the Chairman to the Council and approved by the University Management Board.

17.10 BY-ELECTIONS PROCEDURES.

- a. The positions shall be declared vacant by the Electoral Commission Chairman
- b. The position(s) declared vacant shall be advertised and any member of the organization shall be free to apply.

NB: If any member of the Council wants to vie for any vacant position declared, he/she must resign first from the post he/she is holding then vie for the position.

- c. Resignation letter must be submitted to the Chairman Electorate Commission at least 14 days before the actual by Election Day.
- d. If 2/3 of the members of the Council resign so as to vie for another position, normal elections shall be held.
- e. By-elections should be held 21 days after the positions are declared vacant.
- f. Normal elections procedures shall follow after the position(s) are declared vacant.
- g. Voters must present a University I.D.

ARTICLE 18(A): DIRECTORS' ELECTIONS.

1. DIRECTOR OF HOSTEL AND CAMPUS SECURITY.

Both the male and female students will have a chance to vote for their representative respectively.

2. DIRECTOR OF LIBRARY AND ACADEMIC AFFAIRS.

Voting will be done by all KUSO ordinary members.

3. DIRECTOR OF CATERING AND HEALTH SERVICES.

-Voting will be done by all KUSO ordinary members.

4. DIRECTOR OF SPIRITUAL AFFAIRS.

-Shall be nominated by the Christian Union under the leadership of the University Chaplain in Main campus and Assistant Chaplain in Nakuru Town Campus.



5. DIRECTOR OF SOCIAL AFFAIRS.

- Both male and female students will have a chance to vote for their representatives respectively.

6. DIRECTOR OF CLUBS, ASSOCIATION AND SOCIETIES.

- Voting will be done by all KUSO ordinary members.

7. DIRECTOR OF NON-RESIDENT STUDENTS MAIN CAMPUS.

- Voting will be done by non-resident students only.

8. DIRECTOR OF SPORTS AND RECREATION.

- Both male and female students will have a chance to vote for their representative respectively.

ARTICLE 18 (B): KUSO EXECUTIVE COUNCIL ELECTION.

-All the elected KUSO Directors shall participate in the election of the Executive Council within three (3) working days after the results of KUSO elections are out.

ARTICLE 18 (C): QUALIFICATION TO KUSO EXECUTIVE COUNCIL.

-All members of the Council shall be eligible to apply to be elected into KUSO Executive Council.

CHAPTER V: TERMINATION OF OFFICE.

ARTICLE 19. RESIGNATION.

- a. If any member of Council wishes to resign, shall tender a resignation in writing to the Electoral Commission through the Chairman of KUSO and Dean of Students.
- b. Electoral Commission has the mandate to accept the resignation and declare vacant any position within five working days after presentation of the resignation letter.
- c. Normal by-election will follow after the position is declared vacant.
- d. When 2/3 of the house resigns, the Vice-Chancellor will dissolve the Council and normal elections procedures will follow. If the chairperson or the Vice Chairperson resigns, the Council in consultation with the Dean of Students will choose among themselves two people to fill the positions until by-elections are held.

NOTE: In case of prolonged absence due to sickness for a period not exceeding four months (one semester), the member(s) will be advised to resign on medical grounds.

ARTICLE 20. SUSPENSION AND DISMISSAL FROM THE COUNCIL.

1. Reasons for suspension and dismissal from the Council include;
 - a) Abuse of office e.g. misappropriation of funds and any other deemed by the Council as an abuse of office.
 - b) Correctional issues i.e. failure to adhere to Rules and Regulations in the Students Handbook.
 - c) If one fails to follow the KUSO Constitution.
2. Chronic absenteeism i.e. when a member is absent for more than three consecutive meetings.
 - a. The member(s) affected will be suspended immediately for a period not exceeding one month.
 - b. The ad-hoc committee will carry out investigation and discuss the matter with the Council.
 - c. The Acting member(s) will act on behalf of the suspended member(s).
 - d. If a member(s) is found guilty, the KUSO Executive can give a warning. The warnings will not exceed two.
- e. The student council has the right to recommend dismissal through the Dean of Students to the Electoral Commission Office for confirmation of the dismissal. In consultation with KUSO Executive, the Chairperson will write warning and dismissal letter to the affected



KUSO Director. In case the Chairperson is affected, the Secretary General and any other member will sign the letter.

ARTICLE 21. VOTE OF NO CONFIDENCE.

Reasons for a vote of no confidence against KUSO officials include;

- 1 Dissatisfaction of the service offered.
- 2 Corruption e.g. bribing.
- 3 Misuse of funds.
- 4 Constant violation of the KUSO constitution.
- 5 Misconduct (violation of Students Handbook or KUSO Constitution).

NOTE: A vote of no confidence will be done by ordinary members only.

- a. The members of the respective campus should write a letter to the electoral commission and a copy to the Dean of Students stating the reasons for the vote of no confidence.
- b. 65% of the members will pass the vote of no confidence and the letter should be accompanied by their names, signatures and registration numbers.
- c. A member will be dismissed after adequate investigation by the KUSO leadership.
- d. If the whole Council is dissolved, an interim council which shall be a team of five will be appointed by the Electoral Commission.
- e. The interim Council shall hold the office until the end of their tenure or election of new leaders.
- f. Normal elections procedures will follow after the whole house is dissolved.



CHAPTER VI: MEETINGS AND OTHER RELATED MATTERS.

ARTICLE 22: TYPES OF MEETINGS.

1.0 Annual General Meeting (A.G.M)

- 1 Shall be held once a year at the middle of May- August semester.
- 2 Secretary General shall serve a notice of the meeting including agenda, venue and time 12 days before the meeting.
- 3 Minutes of the last A.G.M shall be as presented by the Secretary General.
- 4 An annual financial report shall be read by the treasurer.
- 5 Overall report of KUSO operations shall be received from Secretary General.
- 6 Any other emerging issues relevant to enhancing the functions of KUSO shall be discussed.
- 7 The Secretary General shall facilitate the meeting.
- 8 2/3 of the members shall form the quorum.

2. KUSO Executive Meeting.

1. Shall meet at least once in a month.
2. Secretary General shall serve a notice of the meeting including the agenda, venue and time.
3. 2/3 of the KUSO Executive members will be the quorum.
4. The Chairperson shall preside over the meeting.

3. Full House Meeting.

1. Shall meet at least once a month, with a provision for a special meeting when the need arises.
2. 2/3 of the Council members will form the quorum; quorum shall also be declared 15 minutes after the scheduled time of commencement with 2/3 of the Directors present.
3. 2/3 of the Council members shall pass any decision.
4. The Chairperson shall preside over the meeting.
5. Secretary General shall issue the notice of the meeting two days before the meeting.



CHAPTER VII: STANDING ORDERS.**ARTICLE 23: QUORUM.**

1. Quorum will stand as they appear in different parts of this Constitution. (Refer to Article 22).
2. In the event that no quorum is realized, the meeting will be called off.

ARTICLE 24: ORDER OF BUSINESS.

1. Agenda shall be read by the Secretary General at beginning of every meeting.
2. Discussion of the agendas.
3. Decision making will be done by the majority.
4. Notice of motion to be discussed further will be given.
5. Any Emerging Issues will be allowed except in a special Council meeting.

ARTICLE 25: SUSPENSION OF STANDING ORDERS.

1. If quorum is not realized.
2. When members are divided fifty-fifty and cannot make any decision, the motion shall be suspended for further consultation.
3. If the decision making is pressing, the chairperson will use his/her veto power to make the decision.
4. No suspension shall take place unless by a 2/3 majority of the members present.
5. When there is a breach of order.

ARTICLE 26: BREACH OF ORDER.

This is when one breaks, disobeys or neglect rules, duties or contracts.

- a. A member is guilty of a breach of order if he/she;
 1. Uses abusive language and refuses to withdraw it or offer a satisfactory apology.
 2. Disobeys a lawful order from the Chairperson.
 3. Conduct oneself in a manner deemed inappropriate by the Council.
- b. Any member, who commits a breach of order may, if declared guilty of disorderly conduct, is punished by being discontinued from sitting in and participating in the ongoing meeting.
- c. Every motion or amendments must be moved and seconded by members physically present in the meeting and shall be in writing.
- d. A member may start with a speech and conclude with a motion or an amendment.
- e. An addendum to the motion shall be treated as an amendment.



- f. General conscience shall be considered rather than individual when passing a motion.

ARTICLE 27: AMENDED MOTION.

- a. The successfully amended motion shall be called the amended motion.
- b. Further amendments to a portion of the amended motion i.e. any idea that had been previously rejected.
- c. The succeeding amendment that survives the voting becomes the agenda of the meeting.

ARTICLE 28: ORDER OF PRECEDENCE.

Definition of precedence: priority in succession.

- a. Point of order.
- b. Point of correction.
- c. Point of information (when a member is giving and/or seeking information).

ARTICLE 29: RIGHT OF REPLY.

- a. The Chairperson shall give a chance to any mover of the motion.
- b. The mover of the motion shall be given a right to express him or herself.
- c. The response will depend on the nature of the motion i.e. there can be immediate response or further research can be done.

ARTICLE 30: PROCEDURE.

- a. A motion has to be supported by 2/3 majority for discussion.
- b. No further discussion shall be done when a motion is passed.

ARTICLE 31: WITHDRAWALS.

Once a motion or an amendment has been accepted by the Chairperson, it shall not be withdrawn without the consent of 2/3 of the members present.

ARTICLE 32: ADJOURNMENT.

When a motion has been discussed, the Chairperson shall give the final ruling then declare the meeting adjourned.

ARTICLE 33: VOTING.

- a. Voting shall be done by secret ballot or show of hands unless otherwise decided.

- b. The Chairperson shall have a right to cast a vote only in case of a tie.

ARTICLE 34: NOTICE OF MOTION.

ARTICLE 35: RESCINDING A RESOLUTION.

This is revoking or cancelling a resolution that had been previously passed.

- a. No resolution shall be rescinded or amended in the meeting at which it is passed.
- b. Notice of rescinding a resolution should be given along with the agenda.
- c. The resolution involving important issues of finance or policy shall not be rescinded at any meeting unless members of the committee concerned have been duly notified.

ARTICLE 36: AUTHORIZATION OF EXPENDITURE.

- a. KUSO money will be used for the following organization's expenditure
 - 1 Meetings.
 - 2 KUSO documents.
 - 3 Projects.
 - 4 KUSO activities.
 - 5 Correspondence.
 - 6 Transport.
 - 7 Stationery.
 - 8 Publication.
 - 9 Directors' allowances.
 - 10 KUSO elections
 - 11 Any other purpose approved by the University Management Board.
- b. The KUSO Executive may recommend to the management through the Dean of Students' the use of funds in case of an emergency but must report to the full house. Any form of expenditure should be recommended by the full house to the University Management Board through the Dean of Students.

ARTICLE 37: SUPERVISION OF EXPENDITURE

- a. The University Finance Manager shall be the advisor for KUSO financial matters.
- b. The authority to withdraw or authorize withdrawal of KUSO money shall rest with Finance Manager in conjunction with the Chairperson and the Dean of Students.

- c. All financial statements shall be made available to Council at the end of every month and every financial year.
- d. The University Finance Manager shall make available all financial statements in regard to KUSO funds for transparency.

ARTICLE 34: AUDITING.

- a. Auditing shall be done once a semester by the University Internal Auditor.
- b. The audited documents shall be published after approval and presented to the full house.

PART IX: ASSOCIATIONS

ARTICLE 39: CLUBS AND ASSOCIATIONS.

39.1 All Clubs and Associations must be duly registered with the Dean of Students Office through the Coordinator of Clubs and Associations.

39.2 All Clubs and Associations should have their own internally and sourced income from members in order to fund their own activities. Any other financial assistance coming to them should come as a subsidy.

39.3 Clubs and Association policies shall be made by Coordinator of Clubs in consultation with the KUSO Director of Clubs with the approval of the Dean of Students.

PART X: MISCELLANEOUS

ARTICLE 40: RUBBER STAMP AND LOGO

- a. Rubber stamp and the logo shall be the legal common seal of KUSO.
- b. Shall not be used for any other reason other than that of the Organization.
- c. Shall not be used without authorization from the KUSO Executive Council.
- d. The rubber stamp shall have the name of the organization, date and postal address.

ARTICLE 41: OFFICE AND ASSETS.

- a. All assets under the Organization or owned by the organization shall carry an identification label of the Organization.
- b. The responsibility of maintaining KUSO assets and office lies with the Office bearers.
- c. There should be a record keeping of all KUSO's assets by the Secretary General.



- d. The outgoing Secretary General shall hand over the records of KUSO's assets to the incoming Secretary General.
- e. All the receipts of new assets should be acknowledged by the KUSO's official rubber stamp, accompanied by the chairperson and the concern Director's signature.
- f. Any disposal of KUSO's assets should be approved by full house, the Dean of Students and the University Management Board.
- g. Any damage of KUSO's asset(s) shall be reported immediately to the Executive for action and must be recorded.
- h. Any misuse and personalization of KUSO's assets shall be taken as an offense and liable to correctional action.

ARTICLE 42: PRESS AND PUBLICATION.

- a. All press and publication should be accompanied by the common KUSO seal i.e. rubber stamp and logo.
- b. All press and publications should be recommended to the Dean of Students by the KUSO Executive, approved by the Provost then the Vice Chancellor before release to the Public Relations Office.

PART XI: THE CONSTITUTION AMENDMENTS

ARTICLE 43: CHANGES

- a. KUSO shall review the Constitution after every five years and seek approval from the University Management Board through the Dean of Students Office.
- b. Copies of the proposed changes shall be sent to all members of the full house at least seven days before the meeting is convened on which they shall be discussed.
- c. Any proposed changes in the constitution shall first require the approval of the full house by 2/3 majority.
- d. The changes shall not be effective unless until finally approved by the University Council.
- e. The Chairperson shall announce the approved changes as part of KUSO Constitution when a written endorsement of changes is received from the Vice Chancellor.
- f. The approved changes shall then be embodied in the amended Constitution.



ARTICLE 44: BREACH OF THIS CONSTITUTION.

Any person or group of persons breaching KUSO Constitution shall be subjected to Correctional proceedings of the KUSO Committee and if necessary of the University Correctional Committee.



APPENDIX

APPENDIX 1: SWEARING IN CITATION.

The swearing in citation form shall be prepared by the Electoral Commission.

The swearing in citation shall start by swearing in of the;

- a. Chairperson.
- b. KUSO Executive Council.
- c. The Directors.

The swearing in ceremony shall be held during the first Wednesday Chapel service after the election.

The order of taking over office shall be as follows;

- a. Swearing in to be presided by Chair of the Electoral Commission.
- b. Commissioning to be presided by the University Provost.
- c. Handing over to be presided by the Dean of Students.
- d. KUSO Training by the University Management Board.

APPENDIX 2: HANDING OVER.

During inauguration ceremony for newly elected members of the Council, the outgoing members of the Council shall officially hand-over the instruments of the office to their newly elected counterparts.

APPENDIX 3: BY-LAWS AND POLICIES.

- a. Subject to this Constitution, the KUSO Executive Council shall prepare the by-laws and policies governing the functions of the KUSO and submit them to the Dean of Students for approval.
- b. Any member of the Council may propose amendments to the existing by-laws and policies and the various schedules annexed to this Constitution and submit such amendments to the KUSO Executive Council.
- c. By-laws and policies approved by the Dean of Students shall be binding on all members of KUSO and violators of these by-laws and policies shall be subject to the disciplinary measures provided for in this Constitution.



APPENDIX 3: DIRECTORS AND EXECUTIVE ALLOWANCES**A) THE DIRECTORS AND EXECUTIVE ALLOWANCES**

All directors are entitled to allowances as stated herein:

TITLE	DIRECTOR ALLOWANCE	COMMUNICATION ALLOWANCE	EXECUTIVE ALLOWANCE	EXECUTIVE COMMUNICATION ALLOWANCE	TOTAL
CHAIRPERSON	2000	1000	2000	1000	6000
VICE CHAIRPERSON	2000	1000	1000	500	4500
SECRETARY GENERAL	2000	1000	1000	1000	5000
TREASURER	2000	1000	1000	500	4500
ASSISTANT SECRETARY GENERAL	2000	1000	500	500	4000
DIRECTOR	2000	1000	-	-	3000
AG. DIRECTOR	1000	500	-	-	1500

NB: these allowances are subject to review as deemed necessary by KUSO directors in consultation with the Dean of Students and approved by the Kabarak University Management Board.

B) IN CASE A DIRECTOR GOES FOR AN ATTACHMENT:

- a) The remaining Council will elect one of the remaining directors to replace the director during his/her attachment the Director will receive half of the allowance allotted to the Director (Ksh. 1500) in addition to his/her allowance

APPENDIX 4: CONSTITUTIONAL AMENDMENTS

- a) KUSO shall review the Constitution after every five years and seek approval from the University Governing Council through the University Management Board through the Dean of Student.
- b) University Management Board through the Senate shall approve the revised Constitution.

END

